

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Date/Time Stamp

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

2018 AUG 20 AM 11:37


Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: THOMAS HAWKINS
Employing Office/Committee: OFFICE OF SENATE MAJORITY LEADER
Travel Expenses Paid by (List all sources): CONGRESSIONAL INSTITUTE
Travel Date(s): 31 JANUARY - 2 FEBRUARY
Description/Title of Attached Forms: ~~TRIP INVITATION~~ TP4
PRT TRAVEL AUTHORIZATION

Purpose of Amendment (describe the reason for amending original submission):
TO COMPLETE FILING

20 AUGUST 2018
(Date)


(Signature of Traveler)

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EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC DEC22'17PM 2:11

Name of Traveler: Thomas Hawkins

Employing Office/Committee: Senate Majority Leader Mitch McConnell

Private Sponsor(s) (list all): The Congressional Institute

Travel date(s): 1/31/2018 to 2/1/2018

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): White Sulphur Springs, WV

Explain how this trip is specifically connected to the traveler's official or representational duties:

This Conference will discuss public policy issues that could arise in the second session of the 115th Congress for which I am responsible.

as the national security adviser to the Majority Leader. TPB

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

22 Dec 2017
(Date)

[Signature]
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator McConnell

Thomas Hawkins

I, _____ hereby authorize _____
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

22 Dec 2017
(Date)

[Signature]
(Signature of Supervising Senator/Officer)